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October 14, 2003

The Honorable Tony Grippa, Chairman  
Leon County Board of County Commissioners  
Leon County Courthouse  
301 South Monroe Street  
Tallahassee, Florida 32301-1853

Dear Commissioner Grippa:

The Florida Association of Counties will hold its annual Legislative Day at the Tallahassee-Leon County Civic Center March 24, 2004. The purpose of the Legislative Day is to review legislative issues affecting counties throughout the state and to update our membership on coordinated efforts to address these issues during the 2004 Legislative Session.

I would again like to request the use of the Leon County Courthouse Rotunda for a reception in conjunction with FAC's Legislative Day on Wednesday, March 24, 2004, from 4:00 p.m. to 8:00 p.m. We used the Courthouse Rotunda last year and the event was a big success. The times indicated above include set-up and clean-up. The reception will be for county commissioners, county officials and legislators in Florida. We anticipate approximately 250 people to attend. We plan to serve cocktails and hors d'oeuvres and may have live music.

Thank you for considering our request for the use of the Courthouse for this important event. If you have any questions, please contact me or Jill Jackson, FAC's Meeting Planner, at 922-4300. We look forward to your response.

Sincerely,

Mary Kay Cariseo  
Executive Director

MKC/jmj

cc: The Honorable Cliff Thael, FAC President-Elect  
Parwez Alam, Leon County Administrator  
Vince Long, Leon County Assistant County Administrator

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